

ANNSLEY FRAZIER THORNTON SCHOOL OF EDUCATION

Educational Specialist Degree in Instructional Leadership and School Administration

The Annsley Frazier Thornton School of Education at Bellarmine University offers a principal certification preparation program for educators who already hold a master's degree in education. Students will receive an Educational Specialist Degree in Instructional Leadership and School Administration through participation in a best practice, research based curriculum with a practical field experience.

"Educator as Reflective Learner"

With reflection at the core of effective leadership, the Educational Specialist in Instructional Leadership and School Administration (EdS) program strives to prepare principals who have the knowledge, skills, and dispositions to take the risks necessary to effect positive changes in schools so that all children and adolescents can be successful.

The goal of the EdS program is to develop principals who, by employing continuous reflection of their own practice, will use their expertise to improve student learning and achievement by working in formal and informal ways to augment the professional skills of colleagues, to strengthen the culture of the school through professional learning communities, and to improve the quality of instruction through data-based decision-making. Principal candidates in this program will be challenged to reflect continuously upon: leadership components, coaching and mentoring, analysis of assessment data to impact instruction, strategies for closing the achievement gap through instructional best practices, the need to address equity and diversity in schools, and collaborative efforts to include colleagues, parents, and the community in comprehensive efforts for school improvement. Principal candidates will promote the success of each student by ensuring a leader-driven management style that provides the resources necessary for a safe, efficient, and effective learning environment.

By employing continuous reflection, the aspiring principal candidate engages in authentic field experiences directly impacting the improvement of P-12 student learning and achievement. Furthermore, the candidate collaborates with the professional learning community to strengthen the culture of the school and to improve the quality of instruction through data-based decision-making.

NCATE Accreditation

All Bellarmine University Annsley Frazier Thornton School of Education teacher education programs at the advanced level recognized by the Kentucky Education Professional Standards Board are fully accredited by the National Council for the Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036.

EDUCATIONAL SPECIALIST DEGREE IN INSTRUCTIONAL LEADERSHIP AND SCHOOL ADMINISTRATION

Applicants for the Educational Specialist Degree must hold a valid Kentucky Provisional or Professional certificate or equivalent at the program level for which the individual is applying.

Summer Module I: 9 hours

EDAD 701	Leadership and the Role of the School Principal
EDAD 702	Data Management and School Leadership: Using
	Data-driven Strategies to Retool the Instructional
	Program

EDAD 703 The Human Resources Function of the Principalship
EDAD 704 Field Experience - The Application of Foundational
Leadership Skills

Fall Module II: 6 hours

EDAD 705	Leading and Administering the Elementary School
EDAD 706	Field Experience: Exploring the Practice of Building-
	Level Leadership I

Spring Module III: 6 hours

EDAD 707	Leading and Administering the Secondary School
EDAD 708	Field Experience: Exploring the Practice of Building-
	Level Leadership II

Summer Module IV: 9 hours

EDAD 709	Administrative Issues with Special Populations
EDAD 710	Parents, Community and the Role of the School Principal
EDAD 711	Financial, Legal and Ethical Responsibilities of the
	Principal

EDAD 712 Field Experience - Applying Leadership Theories and Skills to the K-12 School Setting

Field Experience

The field experience, comprising a total of eight credit hours earned over four semesters, is designed to give the participant school leadership experiences only available in a school context. Students are required to spend time before and after their regularly scheduled assignments, completing a series of tasks and experiences in elementary, middle and secondary settings. At least 25% of the 240 field experience hours required must be completed in grade levels outside the setting where the candidate is employed.

Seminars/Workshops

Throughout the fall and spring terms, special topical seminars will be offered. These workshops will focus on topics specific to those hoping to practice in distinct settings such as a parochial school, the Bellarmine Center for Teaching Excellence and Leadership, or a setting with early childhood programs. In addition, extra expertise in school safety and crisis management, administering with technology, and other relevant topics will be addressed.

Delivery Model

This program uses a cohort approach for scheduling. All participants must begin the program the first summer and follow it through the four terms. Students unable to do so would have to wait an entire year to pick up classes missed during a specific term. Questions about the program or schedule should be directed to the Office of Graduate Admission 502.272.7200 or gradadmissions@bellarmine.edu.

Program Highlights

- Participating in a program grounded in the ISLLC standards and KyCLS Dimensions
- Working in a collaborative partnership with local schools
- Learning relevant content through creative programming and a novel delivery system
- Overcoming the challenges of creating a work climate supportive of excellence in teaching and learning
- Gaining an understanding of the school as a complex organization
- Understanding the characteristics and challenges of the change process
- Exploring best practices of school leaders who are increasing student achievement
- Participating in four (4) semester field experiences grounded in the real work of school leaders
- Attaining Levels I principal certification and EdS in 14 months
- Working with a cohort of professionals in a community of learners
- Concentrating on instructional leadership in a high stakes environment
- Attaining knowledge and skills in safe schools and crisis management topics
- Infusing technology as a tool for the twenty-first century principal

LEVEL II CERTIFICATION

(Required within five years of securing a job/position requiring an administrative certification.)

Candidates who have completed the EdS and Level I will be considered for Level II courses. Level II courses must be completed within five (5) years of receipt of initial certification (Level I). The six hours required include:

EDAD 713	Creating a School Culture that Promotes High Levels of
	Student Learning (3 hrs)

EDAD 714 Emerging Legal and Resource Management Issues for the Principalship (3 hrs)

ALTERNATIVE CERTIFICATION OPTION VI FOR PRINCIPAL CANDIDATES

The Annsley Frazier Thornton School of Education at Bellarmine University has developed University-Based Alternative Certification (Option 6) for EdS Leadership/Administration — School Principal Certification (Level 1).

As stated in our agreement with the Kentucky Education Professional Standards Board (EPSB) pursuant to 16 KAR 9:080, the candidate pursuing this route must

- be fully admitted to the EdS program.
- accepted an offer of employment as an assistant principal or principal.

The alternative route to certification will follow the standard Bellarmine EdS program with some conditions. The candidate must

- maintain continuous enrollment in consecutive semesters.
- complete 50 additional field hours
- · prepare an additional site visit
- · make any required adjustments at transition points.

The temporary provisional license is typically issued during the first semester of the EdS program (summer) and is issued for one year. Candidates must renew this license for one additional year to complete program requirements during the second summer semester. Candidates must take and pass the SLLA and KYPT exams as soon as possible during the renewal year.

The AFTSE reserves the right to withdraw recommendation for principal alternative certification if for whatever reason candidates are unable to meet these conditions.

DEGREE REQUIREMENTS

- A program of study that includes a minimum of 30 hours of course work with a minimum of 3.0 (on a 4.0 scale) grade point average throughout the program.
- A total of 24 hours of graduate credit earned in residence at Bellarmine
- Completion of all degree work within six years of the first registration within the program

TUITION AND FEES

This program allows a summer start only, typically in early June dependent upon local school district calendars. Summer 2013 tuition cost for the EdS program will be \$325 per credit hour plus \$35 per course fees.

Funding Assistance

Jefferson County Public Schools employees may be eligible for tuition remission through the Wallace Grant. Questions concerning the Wallace Grant should be directed to JCPS. Other financial aid questions should be directed to the Financial Aid Office at Bellarmine University (finaid@bellarmine.edu or 502.272.7300).

PRIORITY APPLICATION DEADLINE

Priority applications for the summer semester cohort should be submitted by April 13. Completed applications submitted after this date will be considered on a space available basis.

CONTACT INFORMATION

Theresa Klapheke, Graduate Admission Officer 502.272.8271 or tklapheke@bellarmine.edu

Office of Graduate Admission 502.272.7200 or 1.800.274.4723 x7200 or gradadmissions@bellarmine.edu

PROCEDURE FOR ADMISSION

- Complete and submit the application.
- Submit a non-refundable application fee of \$40 (unless a Bellarmine alumna/e). Checks should be made payable to Bellarmine University.
- 3. A current resume (Note: Three years of successful teaching experience in a P-12 setting with full teacher certification during those 3 years is required).
- 4. A copy of valid state issued Professional Teaching Certificate.
- 5. Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and not be marked "Issued to Student". A previously completed master's degree is required with a preferred cumulative GPA of 3.50 from the advanced degree.
- OPTIONAL Official Graduate Record Examination (GRE www.ets.org/gre) score mailed directly to the Office of Graduate Admission.
- 7. Three recommendations from individuals who are former professors or who have supervised the applicant in a school setting. One recommendation must come from the applicant's current principal/head teacher. All recommendations must be related to the professional environment. (Form provided, copy as needed).
- 8. Responses to the four essay questions included in this packet and an Educational Autobiography (details to the right).
- 9. If your undergraduate degree is from an international institution, you were born outside the United States, or English is your second language, you will be required to submit an official TOEFLiBT (internet-based test) score and receive a total score of 80 or higher on the internet-based TOEFL (reading, listening, writing, and 26 on speaking). We will also consider an equivalent score on the IELTS or MELAB tests. The Admission, Progression and Graduation Committee reserves the right to request a TOEFL score from any applicant.
- 10. If any transcript(s) or undergraduate degree(s) are from an international institution you must provide an official copy of a third party course by course credential evaluation. The following organizations offer this service and information regarding processes and fees are available at: www.aacrao.org, www.wes. org and www.ece.org. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
- Once completed, mail the application to:
 Bellarmine University
 Office of Graduate Admission
 2001 Newburg Road
 Louisville, KY 40205
- 12. A collaborative interview between the applicant, a School of Education representative and appropriate school district personnel will be arranged. A successful interview is required for an admission decision.

INTERNATIONAL APPLICANTS

Please complete the items under Procedure for Admission and submit the following:

U.S. law requires financial statements from a bank or other financial institution certifying the student's ability to fund the cost of attendance for one academic year minus the amount of any scholarship dollars received. Figures should be in U.S. dollars and must be certified as an official document by the bank or financial institution. A sponsor may be used if the sponsor attaches a signed affidavit stating that he/she will financially support the student until completion of a degree at Bellarmine University. If a sponsor is used, the sponsor's bank statement should accompany the letter. The amount that would need to be shown for the Educational Specialist Degree is \$29,431. This amount includes tuition and fees for the summer 2013 semester only (tuition rates for Fall 2013 and thereafter are not yet established) and an average cost for living expenses, books, supplies, health insurance, transportation and personal expenses.

EDUCATIONAL AUTOBIOGRAPHY

Using standard margins, double spacing, and 12-point font, complete an educational autobiography and personal goal statement. Include your own educational background and experiences from pre-school to graduate work; work experiences; a discussion of your strengths and weaknesses; factors leading to your decision to pursue certification as a school principal; your academic, intellectual, and professional objectives; and your commitment to your professional development at Bellarmine University. This document is an important part of the application review process. You should take great care to produce a thoughtfully planned and well written statement. Your work should be limited to 1000 words. Your completed work should be labeled Attachment C and include your name.

Educational Specialist Degree in Instructional Leadership and School Administration

I am applying for:	Summer 20 _			
I will be attending:	■ Full-time	■ Part-time		
PERSONAL DATA				
Name	FIRST	MIDDLE	MAIDEN	
Preferred Name				Gender
Permanent Address		STREET ADDRESS		
		STATE/PROVINCE		
Home Phone ()	W	ork Number ()		Extension
Cell Phone ()	Em	ail Address		
Date of Birth	Pla	ce of Birth		
If you are not a U.S. citizen, What is your current country Is English your first language If no, what is your first language	y of residence?? Yes No	•		
Are you Hispanic or Latino?	Yes No			
In addition, select one or mo American Indian or Alask Native Hawaiian or Other	an Native		urself: c or African American	
Current School of Employme	ent	Pre	esent Position	
School Address and District	STREET ADDRESS	CITY	STATE/PROVINCE	DISTRICT
Will tuition be subsidized by	your employer?	Yes No		
Will you be applying for aid		inistration? Yes	No	
Where did you hear about Be	ellarmine's EdS progam	n?		
What factor had the most inf	luence over your decisi	ion to apply for Graduate Ao	dmission here?	



EDUCATIONAL DATA

Please list all colleges and/or universities you have attended. INSTITUTION DATES ATTENDED DEGREE RECEIVED GPA GRE (Optional) test date _____ Score _ **TEACHING EXPERIENCE** Briefly list any professional teaching experiences you have had. ORGANIZATION/SCHOOL DUTIES DATES **BACKGROUND DATA** Have you ever been dismissed from a college or university for disciplinary reasons, or been sanctioned by a disciplinary board? If yes, from where? _ A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to current Dean of Students asking for an explanation of the sanction and circumstances. Have you ever been convicted of a felony? Yes No If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information. SIGNATURE OF APPLICANT I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal. Signature Date

Bellarmine University admits qualified students of any age, sex, sexual orientation, race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, disability, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University is an Affirmative Action-Equal Opportunity employer.

RECOMMENDATION FORM: EDS DEGREE IN INSTRUCTIONAL LEADERSHIP AND SCHOOL ADMINISTRATION

APPLICANT: Fill in the information requested below and forward one form with a stamped, addressed envelope to each respondent. Under the provisions of the Family Educational Rights and Privacy act, you have the right—if you enroll at Bellarmine University—to review your educational records. The Act further provides that you may waive your right to see recommendations for admission. By signing below, you waive any right of access that you may have to this recommendation form. Three recommendations are required with your application.

Name of Applicant	
Signature	Date
Specialist Degree in Instructional Leadership and School	we is applying for admission to the Bellarmine University Educational Administration. Evaluations of the applicant's potential are required quests that you write on his/her behalf. It would be appreciated if you of the application will not be delayed.
Name of Respondent	Title
Institution or Agency —	

Rate the applicant in the areas indicated below by checking 4-Outstanding, 3- Above Average, 2-Satisfactory, 1-Below Average, or Unable to comment.

	4	3	2	1	UNABLE TO COMMENT	DESCRIPTIVE COMMENTS
Intellectual Ability						
Critical Thinking Ability						
Problem Solving Ability						
Ability or Promise as a Leader						
Quality of Oral Communication						
Quality of Written Communication						
Motivation and Energy						
Organizational Ability						
Sense of Humor						
Emotional Maturity						
Ability to Meet Deadlines						
Ability to Work with Others						
Ability to Improve Student Achievement						
Professional Integrity						



How long have you known the candidate and in w	hat capacity?	
From the opposite side of this form, choose one o	r two of the candidate's outstanding char	acteristics and explain your rating.
From the opposite side of this form, choose the or	ne area in which you think the candidate	needs improvement and explain.
Identify at least two instances in which you have s describe your assessment of the outcome of his/he		dult group or a project and
Indicate the strength of your overall endorsement ■ Highly recommended ■ Recommended	of the applicant. Recommended with reservations	s Not recommended
A faculty member from Bellarmine's School of Edsuch a conversation, please list your preferred pho		
Phone	Best time to call Morning	■ Afternoon ■ Evening
Respondent's Signature		Date

PROGRAM ESSAYS: EDS DEGREE IN INSTRUCTIONAL LEADERSHIP AND SCHOOL ADMINISTRATION

Na	me of Applicant
ES	SAYS SHOULD BE WRITTEN IN THE SPACE PROVIDED. PLEASE TYPE OR PRINT.
1.	Teachers are leaders; a school principal is a leader of leaders. As you look at your leadership experiences in the teacher role, how would you describe your roles and how these experiences are foundational in preparing you for the role of principal?
2.	Select one book that you have read on the topic of leadership. Identify the title and author and explain how you think the
	author's message relates to P—12 school leadership.



PROGRAM ESSAYS: EDS DEGREE IN INSTRUCTIONAL LEADERSHIP AND SCHOOL ADMINISTRATION

3.	In Kentucky the challenge of meeting Annual Yearly Progress (AYP) through the impact of the leader on student achievement is critical and challenging. Describe how you will use your knowledge of curriculum, instruction and assessment to accomplish student achievement and ultimately AYP.
4.	Assistant principals and principals assume many roles in a school: learner, leader, mentor, supervisor, manager, politician, and advocate are but a few. From these seven roles, choose the three that you think are the most important and provide evidence of how you, as a leader in your school, have successfully served in these three roles.

